Civil Aviation Authority

AIRWORTHINESS NOTICE No. 2

Issue 24

17 November 1982

RENEWAL OF AIRCRAFT MAINTENANCE ENGINEERS' LICENCES

1 Normally a licence will be valid for a period of two years and will be renewed on application provided that, during the 24 months preceding the date of expiry of the licence, the holder has been engaged for periods totalling at least six months on work affording experience comparable with that required for the grant of the licence.

2 A licence which has lapsed for less than two years will be considered for renewal without examination provided that the requirement of paragraph 1 is met, except that the qualifying period will be the 24 months immediately preceding the date of receipt of the renewal application.

3 It is the responsibility of the individual engineer to ensure that his licence remains valid. A licence which has lapsed for more than two years will not be considered for renewal without examination. Application for the re-issue of a licence should, therefore, be made in accordance with the current procedure.

4 Engineers should note that approximately one month before the expiry date of the licence, the CAA will forward a renewal form (AD 302) to each licence holder at the last private address registered with the CAA. For a licence to remain in force application for renewal must be received by the CAA prior to the date of expiry of the licence. A licence will not be back dated. The renewal of a licence which has lapsed will only be effected from the date of receipt of an acceptable application. In order to be certain of receiving the renewal form and other communications, engineers should notify changes of private address direct to CAA, Airworthiness Division, Personnel Licensing Section, Brabazon House, Redhill, Surrey RH1 1SQ.

5 The CAA is anxious that there should be close liaison between its Surveyors and Licensed Aircraft Maintenance Engineers, and they should, in their own interests, keep in close touch with the CAA Office responsible for the supervision of their area.

6 When changing their place of employment, engineers should notify the CAA Office in the area which they are leaving. They should also notify the CAA Office responsible for the supervision of their new area of employment. A list of Offices is given below.

United Kingdom

Civil Aviation Authority, Airworthiness Division,
Brabazon House, Redhill, Surrey RH1 1SQ.
Telephone: Redhill 65966 Telex: 27100

Area Offices:

BRISTOL — FILTON*
c/o British Aerospace Aircraft Group,
Weybridge—Filton Division, Filton House,
Filton, Bristol BS99 7AR.
Telephone: Bristol 695321

COVENTRY*
Coventry Civic Airport, Baginton, Coventry CV8 3AZ.
Telephone: Coventry 301903

DONCASTER*
1st Floor, Silver House, Silver Street, Doncaster,
Yorkshire DN1 1HL.
Telephone: Doncaster 69441/2

EAST MIDLANDS*
East Midlands Airport, Castle Donington, Derby DE7 2SA.
Telephone: Derby 811245

GATWICK*
Room 43, Building 99, Gatwick Airport South,
Gatwick, West Sussex RH6 0LD.
Telephone: Crawley 27276/7

HEATHROW*
Building 209, Epsom Square, Eastern Perimeter Road,
Heathrow Airport (London), Hounslow, Middlesex
TW6 2ES.
Telephone: 01-759 0205

LUTON*
Halcyon House, Luton International Airport, Luton,
Beds., LU2 9LU.
Telephone: Luton 410304

MANCHESTER*
Building 205, Manchester Airport, Wythenshawe,
Manchester M22 5PA.
Telephone: 061-437 8131/2

*Address correspondence to "Civil Aviation Authority, Airworthiness Division, . . ."

OXFORD (KIDLINGTON)*
Building 155, Oxford Airport, Kidlington,
Oxfordshire OX5 1RA.
Telephone: Kidlington 5885

PERTH*
Perth Aerodrome, Perth PH2 6NW, Scotland.
Telephone: Scone 51068

SOUTHAMPTON*
Third Floor, Queen's Keep, 1-4 Cumberland Place,
Southampton SO9 1XE.
Telephone: Southampton 21058 and 26830

STANSTED*
Stansted House, Stansted Airport, Stansted,
Essex CM24 8QT.
Telephone: Bishop's Stortford 814011

Overseas

BAHAMAS*
c/o Department of Civil Aviation, PO Box 975,
Nassau, Bahamas.
Telephone: Nassau 77315 Cables: Bordair Nassau Bahamas
Telex: Nassau NS109 Batelco, Attn: Bevan

EAST AFRICA (NAIROBI)*
Office of the Director General of Civil Aviation,
PO Box 46336, Nairobi, Kenya, East Africa.
Telephone: Nairobi 721362/720470 Cables: Bordair Nairobi Kenya

FIJI*
PO Box 1203, Suva, Fiji.
Telephone: Suva 26308/312566 Ext. 68 Cables: Bordair Suva AFTN: NFSUYA

HONG KONG*
c/o Civil Aviation Department, Room 263, Apron
Services Complex, Hong Kong Airport,
Kai Tak, Kowloon, Hong Kong.
Telephone: Kowloon (3)-8297641/2/3 Cables: Bordair Hong Kong
Telex: 39524 CFSHK-HX

JAMAICA*
PO Box 1052, Constant Spring Post Office,
Kingston 8, Jamaica, West Indies.
Telephone: Kingston 9269116/7 Cables: Bordair Jamaica
Telex: 2441 & 2442 Jamintel (Attn: Scott, CAA)

KUWAIT*
c/o Director General of Civil Aviation,
Aviation Safety Division, PO Box 17, Kuwait,
Arabian Gulf.
Telephone: Kuwait 710222 Cables: Civair Kuwait

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*Address correspondence to "Civil Aviation Authority, Airworthiness Division, . . ."

MALAYSIA (KOTA KINABALU)*
Locked Bag No. 45, GPO, Kota Kinabalu,
Sabah, Malaysia.
Telephone: Kota Kinabalu 56061
Cables: Bordair, Kota Kinabalu, Sabah, Malaysia
Telex: MA 80062 (Attn A/W Unit) AFTN: WBKKYA AW

MALAYSIA (KUALA LUMPUR)*
Kuala Lumpur International Airport,
Kuala Lumpur, Malaysia.
Telephone: 765336/762036 Cables: Bordair Kuala Lumpur, Malaysia;
AFTN: WMKKYD AW

SUDAN*
c/o Ministry of Defence, Civil Aviation Department,
PO Box 430, Khartoum, Sudan.
Cables: Civair Khartoum Telex: KM650

TRINIDAD*
c/o Department of Civil Aviation, Terminal Building,
Piarco International Airport, Arouca, Trinidad, W.I.
Telephone: Trinidad 664-4251 Cables: Bordair Arouca Trinidad

7 **Cancellation** This Notice cancels Airworthiness Notice No. 2, Issue 23, dated 24th February, 1982, which should be destroyed.

for the Civil Aviation Authority.

Airworthiness Division,
Brabazon House,
Redhill, Surrey RH1 1SQ.

*Address correspondence to "Civil Aviation Authority, Airworthiness Division, . . ."